



**GREAT BASIN
COORDINATING GROUP**

Department of the Interior
Bureau of Land Management
Idaho, Nevada, and Utah, Arizona
National Park Service
Intermountain Region
Pacific West Region
Bureau of Indian Affairs
Western Region
Fish and Wildlife Service
Mountain Prairie & Pacific Region
Pacific Southwest Region

Department of Agriculture
Forest Service
Intermountain Region

State Agencies
Idaho, Utah, and Nevada

September 10, 2009

To: Agency Administrators, Fire Management Officers, Dispatch
Center Managers and Incident Management Team Members

From: Chair, Great Basin Coordinating Group (GBCG)

Attached is the nomination form and guidelines for the Great Basin Interagency Incident Management Teams for all Type 1, Type 2, Buying Team and trainee/mentee positions. Nominees must complete this form and return it through their supervisors to their unit Fire Management Officer (FMO), who will then forward it to their **respective Agency Representative listed below. Nominations are due to Eastern Great Basin by December 15, 2009.**

Outside Great Basin Nominations: Nominations outside of the Great Basin must be signed and qualifications verified by your supervisor then routed through your Geographic Area Coordinating Group, who then approves and forwards on to the Eastern Great Basin Coordination Center. Great Basin personnel will take precedence over out of GACC resources.

Trainees: Trainees from outside the GACC will only be considered with a justification to the Great Basin Operations Committee. Generally AD trainees from outside the GACC will not be considered.

Selection: It is recommended that the following positions be filled by current agency employees: Incident Commander; Finance Section Chief; Procurement Unit Leader; Compensation/Claims Unit Leader; and Compensation Specialist. All Type 1 IC's must have at least one season of prior experience as a Type 2 IC on an organized geographic team.

All candidates for S-520 and S-420 must perform as a trainee (task book initiated) on a Type 1 (for S-520) or Type 2 (for S-420) prior to attending the course.

AD's **do not** have to reapply each year. They have the same three year commitment as regular agency team members. If there is an agency resource who is available for a position that is held by an AD, the AD may be replaced by the regular agency resource.

The attached schedule and guidelines will be used for the selection of all positions on Great Basin Incident Management Teams.

If you have any questions, please call your Agency Representative or the Chair of the Great Basin Operations Committee, Mark Jones at (208) 373-3855.

/s/ Christie Neill
Chair, Great Basin Coordinating Group

Type 1, Type 2 and Buying Team Recruitment and Nomination Process Guidelines.

1. **First week of September:** A recruitment notice will be sent out for Incident Commander, Deputy IC and IC trainee positions.
2. **Mid-October:** Nominations for IC's, Deputy IC's and IC trainees due to respective Geographic Area Coordination Center. Concurrently, a recruitment notice will be sent out for all other team member positions.
3. **End of October:** Rocky Basin Incident Business Committee coordinates with the IC's and GB Ops to identify priority finance trainees.
4. **November :** GB Ops will forward IC recommendations to GBCG for approval.
5. **Mid-December:** All other team nominations due to Agency Representatives.
6. **Mid-January:** List of verified nominees are sent to Eastern Great Basin Coordination Center and posted on website.
7. **Early February:** GB Ops and IC's select IMT members and RB Incident Business establish Buying Teams.
8. **After Selection Meeting:** IC's will notify team members of selection and call out rotation, which will be in effect for the next Team Rotation. Rosters posted to GACC websites.
9. **Early April:** Annual Team Meeting.

Agency representatives are as follows:

AGENCY	NAME	NUMBER / FAX	EMAIL
AZ Strip	VACANT		
BIA	Kirby Arrive	435-722-4353	karrive@ubtanet.com
BLM-ID	Mark Jones	208-373-3855 / 208-373-3850	mark_jones@blm.gov
BLM – NV	Paul Petersen	775-861-6507 / 775-	paul_peterson@blm.gov
BLM-UT	Randy Hart	801-539-4277/ 801-539-4198	r1hart@blm.gov
FWS	Jessica Wade	916-978-6181 / 916-414-6486	Jessica_Wade@fws.gov
NPS	Lisa Elenz	307-739-3310 / 307-739-3325	lisa_elenz@nps.gov
Out of Area	Dave Hart / EGBCC	801-531-5320 / 801-531-5321	dave_hart@blm.gov
*State of ID	Tom Paulson	208-666-8652	tpaulson@idl.idaho.gov
*State of NV	Mike Klug	775-684-2500 ext 241 /775-721-6378	mklug@forestry.nv.gov
*State of UT	Shane Freeman	801-538-5501	shanefreeman@utah.gov
USFS	Robert Tonioli	801-625-5264 / 801-625-5594	rtonioli@fs.fed.us

If you have any questions, please reference the Team Operating Plan in the Great Basin Mobilization Guide (Supplement 1) and the Eastern and Western Great Basin Coordination Centers websites (<http://gacc.nifc.gov/egbc/index.htm>, <http://gacc.nifc.gov/wgbc/>). Contact your Agency Representative or the Great Basin Operations Committee Chair, Mark Jones, 208-373-3855 with any additional questions.

**2010 GREAT BASIN NOMINATION FORM
INCIDENT MANAGEMENT TEAMS**

APPLICANT BASIC INFORMATION:

Applicant Name: _____ Sponsoring Agency: _____
Dispatch Center: (i.e. ID-BDC) _____ Unit Identifier: (i.e. ID-BOF) _____
Phone: _____ Cell Phone: _____
Office Fax: _____ E-mail: _____
Portal-Portal: YES ☐ NO ☐ AD: YES ☐ NO ☐
New Applicant: YES ☐ NO ☐ Reapplying: YES ☐ NO ☐
Team Name: _____

POSITION(S) APPLIED: *(Be sure to list ALL positions that you would like to be considered for)*

PREFERENCE	POSITION NAME	TEAM TYPE (IMT1, IMT2, BUYT)	POSITION STATUS (Primary, Trainee, Shared)	If in a shared position, list name(s)
1				
2				
3				

**CURRENT INCIDENT QUALIFICATION AND CERTIFICATION SYSTEM (IQCS)
MASTER RECORD OR AGENCY EQUIVALENT MUST BE ATTACHED.**

COMMENTS: (BUYT's include your purchase authority)

ALL RISK PARTICIPATION*:

I am available for non-fire "All Hazard" assignments. (Please circle) **YES** **NO**

AGENCY REPRESENTATIVE APPROVAL:

Agency Representative Signature: _____ Date: _____
Print Name: _____
Title: _____

APPLICANT SIGNATURE:

A selected applicant is committed for 3 years as a member of an Incident Management Team. Shorter commitments may be negotiated prior to selection to a team. Commitments for trainees are for the period necessary to meet training requirements.

Applicant Signature: _____ Date: _____

Print Name: _____

I concur with the goals, commitment, and availability of the applicant for the position(s) applied.

SUPERVISORY APPROVAL SIGNATURE:

Immediate Supervisor Signature: _____

Print Name: _____ Date: _____

AND

Sponsoring Agency Fire Management Officer: _____

Print Name: _____ Date: _____

Applicant or Supervisor Remarks:

REVIEW AND REFERRAL FOR OUT OF GEOGRAPHIC AREA RESOURCES:

I have reviewed this application and the candidate is qualified for the position(s). I acknowledge and approve that this individual has applied for a position on an out of area Incident Management Team.

Geographic Area Coordinating Group Approval Signature: _____

Print Name: _____ Date: _____

Eastern Great Basin Center Manager: _____

Print Name: _____ Date: _____

**CURRENT INCIDENT QUALIFICATION AND CERTIFICATION SYSTEM (IQCS)
MASTER RECORD OR AGENCY EQUIVALENT MUST BE ATTACHED.**